



CLALLAM COUNTY HUMAN RESOURCES PORT ANGELES, WA JOB ANNOUNCEMENT

POSITION: FAMILY JUVENILE COURT IMPROVEMENT PLAN COORDINATOR/COURT FACILITATOR

DEPARTMENT: Superior Court

SALARY: \$19.03 to 23.19/hour

CLOSES: Oct. 24, 2014, at 4:30 PM (postmark accepted)

JOB NUMBER: 2014-36

Summary: Full-time (40 hours per week), union and retirement eligible position with benefits. This position is supported through funding provided by Clallam County Pro Bono Lawyers and grant funds through Clallam County Superior Court. The applicant will assist pro se litigants from the Court Facilitator's Office, located within the Clallam County Courthouse, and will attend monthly Pro Bono Board meetings. Position serves as the Family Juvenile Court Improvement Plan (FJCIP)/Court Facilitator to the Superior Court. Performs a wide variety of detailed and specialized paralegal duties to provide legal assistance to pro se (self-represented) litigants in Clallam County Superior Court. Contributes to the efficiency of the family law and dependency dockets. Individual assigned to this classification will be expected to handle a broad scope of proprietary and private information.

Education and Experience Guidelines: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: Equivalent to completion of the twelfth grade supplemented by specialized training in the paralegal field.

Experience: Two year paralegal degree, or minimum of three to five years related experience, including at least three years experience in a court setting or as a legal secretary/paralegal. An equivalent combination of education and experience may be substituted if it provides the skills, knowledge and abilities to perform the essential functions of the position.

To Apply: A Clallam County employment application, completed in full, must be submitted to Clallam County Human Resources in Port Angeles by the closing date (postmarks accepted). A complete job announcement and application can be downloaded from the Clallam County's online employment page, www.clallam.net/employment/. *Resume in lieu of application not accepted. Faxed or emailed applications not accepted. All signatures must be originals.*

CLALLAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE

**Clallam County Human Resources
223 E. 4th St., Suite 16
Port Angeles, WA 98362-3015
360-417-2241
Email: personnel@co.clallam.wa.us**